Colleague Self Service Users Guide

Instructions for Approving Electronic Time Sheets Weekly Non-Exempt Employees

Sign into Self Service (https://collss-prod.hamilton.edu/Student/Account/Login)

Select *Employee* and then *Time Approval* to access your pending time sheets.

=	Hamilton	B gcarrock	€→ Sign out	(?) Help	
h	Hello, Welcome to Colleague Self-Service! Choose a category to get started.				
3	Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.				
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	Hamilton	ع gcaı	rock (→ Si;	gn out) Help
	Employment · Employee Overview				
4	Welcome to Colleague Employee Self-Service!				
	Tax Information Tax Information Time Approval Here you can change your consent for e-delivery of tax information. Here you can approve or reject timecards for the people you supervised.	5e			
	Earnings Statements Here you can view your earnings statement history. Employee Proxy Here you can view your earnings statement history.	ee.			
	Leave Here you can view your leave balances. Time History Here you can view your paid timecards.				
	Time History (Supervisor) Here you can view paid timecards for the people you supervise. Position History Here you can view a list of your positions.				
	Stipend History Current Benefits Here you can view a list of your stipends. Here you can view all your current benefits.				
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- Employees now have the ability to "Unsubmit" any time sheet that requires corrections prior to your approval.
- You will receive an email for every time sheet "Submitted" and "Unsubmitted" by your employee(s).
- Each weekly time sheet must be reviewed and approved before 10 AM each Monday morning.

Select the pay period to review by employee.

- The status will show if the time sheet is complete and approved by employee along with a summary of the hours entered.
- To fully access the employee's time sheet, click the *View* button.

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loyment · Employee · Time /	Approval										
ne Approval											
Weekly											
Time Sheets	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours					
Gleasman, Amanda L. 2110	<u>502</u>										1
07/19/2021-07/25/2021	7/26/2021 12:00 PM	No Time Entered	0.00	0.00	0.00	0.00	~	(!)	Ð		
							Approve	Reject	Comments	View	
07/12/2021-07/18/2021	7/19/2021 12:00 PM	Submitted	38.00	31.00	2.00	5.00	\checkmark	()	Ð		
Jeffers, Roxann R corocor							Approve	Reject	Comments	View	
07/19/2021-07/25/2021	7/26/2021 12:00 PM	0 No Time Entered	0.00	0.00	0.00	0.00		0			
							Approve	Reject	Comments	View	
07/12/2021-07/18/2021	7/19/2021 12:00 PM	Submitted	37.00	37.00	0.00	0.00	~		Ð		
							Approve	Reject	Comments	View	
Waterman, Jarren M. 2000	-										
07/19/2021-07/25/2021	7/26/2021 12:00 PM	0 No Time Entered	0.00	0.00	0.00	0.00	~	()	œ		
							Approve	Reject	Comments	View	
07/12/2021-07/18/2021	7/19/2021 12:00 PM	Submitted	38.25	28.75	1.50	8.00	\checkmark	(!)	<u></u>		
							Approve	Reject	Comments	View	

- Review time worked for each day
- Verify weekly totals of regular, sick, personal, vacation, and/or overtime.

	Employment · Employee · Time Approval								
^	Time Approval - Waterman, Jarr	ren M.							
⊕ ≊	Week 07/12/2021 - 07/18/2021 38.25 Total hours Submitted						Saved	Save Other Actions	Approve
	2SPECPAYROLL • Payroll Specialist Carrock, Gary A • Business Office 38.25 submitted								^
	Earn Type	Mon 7/12	Tue 7/13	Wed 7/14	Thu 7/15	Fri 7/16	Sat 7/17	Sun 7/18 Tota	d
	Regular	7.50	7.25	9.50	6.00				30.25
	Personal				1.00	7.00			8.00
	Remove Personal								
	+ Additional Time								
	Position Total Hours:	7.50	7.25	9.50	7.00	7.00	0.00	0.00	38.25
	Weekly Totals								^
	Daily Total Hours:	7.50	7.25	9.50	7.00	7.00	0.00	0.00	38.25
	Regular Hours:								28.75
	Overtime Hours:								1.50
	Additional Hours:								8.00

- Select "Approve" if the time entered is correct. (see below for incorrect time sheets)
- The employee listing should now show "approved" as the status.
- Go to next employee to repeat approval process.

Employment - Em	oloyee · Time Approval									
Time Approv	al - Waterman, Jarr	ren M.								
Week 07/12/2 38.25	021 - 07/18/2021 'atal hours mitted						Saved	Save Other Action	s ~	Approve
2SPECPAYRO Carrock, Gary A 38.25 Submi	LL • Payroll Specialist • Business Office ted							Reject		^
Earn Type		Mon 7/12	Tue 7/13	Wed 7/14	Thu 7/15	Fri 7/16	Sat 7/17	Sun 7/18	Total	
Regular		7.50	7.25	9.50	6.00					30.25
Personal					1.00	7.00				8.00
Remove	ersonal									
+ Additi	inal Time									
Position Tota	Hours:	7.50	7.25	9.50	7.00	7.00	0.00	0.00		38.25

Select *Other Actions* to reject, unapproved, or add a comment to a time sheet.

- If your employee needs to correct a time sheet that you have already approved, you can choose "Unapproved" from the "Other Actions" drop down. The employee can then "Unsubmit" their time sheet, adjust their time, and resubmit for approval.
 - You will then need to "Approve" again. (This can only be done before the employee time entry deadline of 10 AM on Monday)
- If a time sheet is incorrect and needs to be corrected by the employee, you can choose to "Reject" their time sheet. You will be prompted to leave a comment for the employee which is automatically emailed to the employee for their reference. (This can only be done before the employee time entry deadline of 10 AM on Monday)
- If changes need to be made after the employee time entry deadline, the supervisor can make the adjustment and approve the time sheet.
 - Supervisors should add a comment explaining the change made to the employee's time sheet. Once the comment is saved, the employee will receive an automated email of the comment for their reference.

Set up a Proxy Approver

Supervisors in Self-Service can designate another employee to act as their proxy. Which grants the employee access to approve an employee's time sheet on their behalf.

To access select *Employee Proxy*.

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e E	Tax Information Here you can change your consent for e-delivery of tax information.	ľ	Time Approval Here you can approve or reject timecards for the people you supervise			
	B Earnings Statements Here you can view your earnings statement history.	Â	Employee Proxy Here you can delegate certain types of work tasks to another employee.			
	Here you can view your leave balances.	R	Time History Here you can view your paid timecards.			

• Select "+Add Time Approval Proxy"

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♠	Employment · Employee · Employee Proxy			
013	Employee Proxy			
	Add Proxy			
	(i) You have no active proxies.			
	+ Add Time Approval Proxy			
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- Once selected click "Add Proxy"
- Enter the name of the person you would like to approve time sheets.

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♠	Employment Employee Employee	Proxy				
~	Employee Proxy					
	Add Proxy You have no active proxies. + Add Time Approval Proxy	Add Time Approval Proxy Employee Search Fearch for Employee to Act as Proxy	Q	E		
		Cancel	Add Proxy			

- Once you set up a proxy, it goes into effect immediately and remains until you remove it.
 Either you or the proxy will be able to approve the employee's time sheet.
- To remove a proxy click the red x in a circle.